



**Certified
Nurse Educator**

**Certified Academic Clinical Nurse Educator
(CNE®cl)
2018 Candidate Handbook**

Administered by the National League for Nursing's
Academic Nurse Educator Certification Program

National League for Nursing/Customer Service
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This handbook contains information about the Certified Clinical Nurse Educator (CNE®cl) Examination developed by the

National League for Nursing (NLN) Academic Nurse Educator Certification Program (ANECP). It is essential that candidates keep it readily available for reference until they have completed the examination.

Candidates are responsible for knowing its contents.

Contents

General Information	2 - 14	Identification	22
Value of Certification	2	Security	22
Goals of CNE®cl Certification	2	Practice Examination	22
Definition of Academic Nurse Educator Practice	2	Candidate Comments	23
Eligibility Requirements	3	Examination Restrictions	23
Certification	4	Copyrighted Examination Questions	23
Renewal	4	Misconduct	23
About the CNE®cl Examination	4	Timed Examination (Image 1).....	24
Test Format	5	Following the Examination.....	25 - 26
Examination Test Blueprint.....	5	Scoring.....	25
Test Blueprint (Table 1).....	5	Score Report.....	25
Detailed Test Blueprint (Table 2).....	6	Duplicate Score Report.....	25
Preparing for the Examination.....	13	Requests for Hand Scoring.....	25
Helpful References	14	Scores Cancelled by NLN or PSI/AMP	26
Sample Questions	16	Candidates Who Pass the Examination.....	26
Applying for the Examination.....	18 - 19	Candidates Who Do Not Pass the Examination.....	26
Fees (Table 3)	18	Confidentiality	26
Verification	18	Policies	26 - 25
Agreement of Authorization & Confidentiality	18	Examination Appointment Changes.....	26
Confirmation of Eligibility.....	19	Request for Appeal.....	26
Examination Reapplication	19	Refund Policy	27
Special Arrangements for Candidates with Disabilities	19	Refund Application Deadlines	27
Examination Administration	20 - 21	Eligibility Extension Deadlines.....	27
Scheduling an Examination (Table 4)	20	Ethics Case Procedures.....	28
Examination Times and Days	21	Authorized use of CNE®cl	28
Assessment Center Locations	21	Special Forms	29 - 33
Examination Appointment Changes (Table 5)	21	Request for Special Examination Accommodations	29
Telecommunication Devices for the Deaf.....	21	Documentation of Disability-Related Needs	30
Missed Appointments and Cancellations	21	Duplicate CNE®cl Score Report Request	31
Incident Weather, Power Failure or Emergencies.....	21	Withdrawal of Examination Request	32
Taking the Examination	22 - 24	Eligibility Extension Request.....	33

Website: www.nln.org/professional-development-programs/Certification-for-Nurse-Educators

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How to Contact PSI/AMP:
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 Phone: (913) 895-4600
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 Email: info@goAMP.com

Website: www.goamp.com

AMP, a PSI business (PSI/AMP),
an independent testing agency, provides testing and
measurement services to the ANECP.

GENERAL INFORMATION

The Value of Certification

Certification in any field is a mark of professionalism. For academic clinical nurse educators, it reaffirms nursing education as a specialty area of practice and creates a means for academic clinical educators to demonstrate expertise in this role. It communicates to students, peers and the academic and health care communities that the highest standards of excellence are being met. By becoming credentialed as a certified academic clinical nurse educator, you serve as a leader and a role model. *Certification is the mark of distinction for nursing faculty and academic clinical nurse educators.*

The National League for Nursing endorses the concept of voluntary, periodic certification for all faculty and academic clinical nurse educators meeting educational and practice requirements.

Mission

The mission of the Academic Nurse Educator Certification Program, of which academic clinical nurse educator certification is a part, is to *promote excellence in the advanced specialty role of the academic nurse educator.*

Goals of CNE@cl Certification

- ◆ Distinguish academic clinical nursing education as a specialty area of practice.
- ◆ Recognize the academic clinical nurse educator's specialized knowledge, skills and abilities and excellence in clinical teaching.
- ◆ Strengthen the use of selected core competencies of academic clinical nurse educator practice.
- ◆ Contribute to academic clinical nurse educators' professional development.

Definition of Academic Clinical Nurse Educator Practice

In 2016, the National League for Nursing developed a task group with the focus of researching the literature about the roles of academic clinical nurse educators. The work of that group, led to the formulation of the competencies and delineation of task statements as reflected in the literature findings. These competencies and task statements are published by the NLN in the 2018 book *Scope of Practice of the Academic Clinical Nurse Educator*

Academic Clinical Nurse Educator

The academic clinical nurse educator facilitates the learning of nursing students throughout clinical components of an academic nursing program. This educator is guided in this role by faculty of the nursing program and is accountable to that nursing program for providing fair evaluations of learners' performance in meeting expected learning outcomes. The academic clinical nurse educator may have a variety of titles depending upon the classification used by the specific nursing education program (e.g., clinical faculty, part-time faculty, adjunct faculty, clinical instructor, preceptor),

Professional Practice

The academic clinical nurse educator has experience practicing in a professional nursing role.

Academic Practice

The academic clinical nurse educator has experience as an educator in an academic setting and responsibility for facilitating student learning (in the classroom, laboratory, and/or clinical setting). This experience may be with learners enrolled in pre- or post- licensure nursing programs.

The academic clinical nurse educator reports to a school/department of nursing about learner performance in clinical settings, submits evaluations about the performance of learners receiving academic credit for the clinical learning experience, and supervises the learner in the setting. The educator is accountable for providing learning experiences, guidance, challenges, and support that will facilitate the learners' performance.

Eligibility Requirements

Pursuing certification as an *Academic Clinical Nurse Educator*® (CNE®cl) should be a goal for those who, after carefully reviewing the test blueprint and the eligibility requirements, you determine that the educational and experiential qualifications have provided you with sufficient opportunity to participate meaningfully in the full scope of this role.

All eligibility criteria for initial certification must be met at the time of application.

Option A: Must meet criteria 1, 2, 3 & 4

1. Licensure: Documentation of valid licensure/certificate or other documentation of unencumbered practice as a nurse in one's country of residence.
2. Education: A baccalaureate degree in nursing (or higher)
3. Professional Practice: Three years in any area of nursing
4. Academic Practice: Two years of teaching experience in an academic setting within the last five years (may include simulation).

Option B: Must meet criteria 1, 2, & 3

1. Licensure: Documentation of valid licensure/certificate or other documentation of unencumbered practice in one's country of residence.
2. Education: A graduate degree with a focus in nursing education
3. Professional Practice: Three years in any area of nursing.

Disclaimer:

The Certified Academic Clinical Nurse Educator exam was developed to measure competence in the scope of the academic clinical nurse educator practice role. The test itself was not developed as a measure of graduate program outcomes.

A process is available to any individual who wishes to appeal the determination of compliance with CNE®cl eligibility requirements. Applicants must submit a written request with supporting documentation. For more information please email certification@nln.org or call (618) 534-0294.

STATEMENT OF NONDISCRIMINATION
The certification examination is offered to all eligible candidates, regardless of age, gender, race, religion, national origin or disability.

Certification

Academic clinical nurse educators must pass the certification examination to become certified. Candidates who meet the eligibility criteria and pass the CNE@cl examination may use the certification mark “CNE@cl” following the name. The certification mark may be used only as long as certification is valid, after which time certification may be renewed. Certification is valid for five years, and begins the date the candidate receives an official passing test score and ends on December 31st of the fifth year following the date of the exam. Certification is a non-transferable, revocable, limited, non-exclusive license to use the certification designation “CNE@cl”, subject to compliance with the policies and procedures, as may be revised from time to time.

Each successful candidate will receive a certificate from the NLN approximately eight weeks after successful completion of the examination. Replacement certificates can be purchased by sending a written request and the required \$15 fee to the NLN Academic Nurse Educator Certification Program. Information on the current certification status of an individual will be provided in writing upon request. The NLN reserves the right to publish a listing of successful certificants (those who have passed the examination). NLN owns all rights to the CNE@cl designation.

Recertification/Renewal

CNE@cl certification status is granted for a period of five years. The five year renewal cycle is based on the currency of practice in nursing and changes associated with pedagogy (for example, increased focus on simulation). The purpose of requiring certification renewal is to ensure the educator has continued to expand knowledge relevant to the role of an academic nurse educator. Use of the CNE@cl credential is valid until the date indicated on the CNE@cl certificate issued by the NLN's Academic Nurse Educator Certification Program. A certified clinical nurse educator can renew the certification by maintaining practice requirements and a.) fulfilling professional development requirements or b.) the individual can recertify by re-taking the Certified Academic Clinical Nurse Educator (CNE@cl) examination. Please refer to the Certified Clinical Nurse Educator Renewal webpage available online at <http://www.nln.org/professional-development-programs/Certification-for-Nurse-Educators/recertification>.

To ensure the integrity of the CNE@cl certification renewal process, randomly selected renewal applications are audited each year. Certificants who are selected for audit will be notified and will be required to provide supporting documentation. It is advisable to keep documentation of certification renewal activities in the event that one is randomly selected for renewal audit. Certificants who are audited and are not able to provide the necessary supporting documentation will have the CNE@cl credential revoked.

If a certified nurse educator allows the certification to expire, he/she will not be eligible to retake the examination unless the educator meets the then-current eligibility requirements. Persons who choose to renew by examination and do not achieve a passing score or who elect not to renew the certification are prohibited from continuing the use of the CNE@cl designation upon its expiration. There is a Retired status available for those certificants retiring from the academic responsibilities.

It is the certificant's professional responsibility to adhere to certification dates, provide required documentation, and to keep abreast of changing certification requirements. It is also the certificant's responsibility to keep the NLN Membership Department and the Academic Nurse Educator Certification Program informed of any changes in address, email, or other pertinent contact information.

About the CNE@cl Examination

The CNE@cl examination is designed to evaluate the candidate's knowledge about the full-scope of the academic clinical nurse educator role. The examination consists of 150 multiple-choice items, of which 130 items count toward the scoring of the exam. Twenty items are newly developed items that are being pretested and do not count toward the candidate's score. Candidates will not know which items are scored and which are pretest items. The purpose of pretesting is to determine if items are statistically sound and fair. Extensive statistical analyses are performed on each newly developed item to determine how well it performs. Items that have poor statistics are not used on future examinations. Items that perform well when pretested are used on future test forms as items that count toward scoring.

The examination is developed through a collaborative effort between the NLN and PSI/AMP. Academic clinical nurse educator experts drawn from a wide variety of program types and geographical areas write the examination items that reflect the role competencies. NLN is responsible for determining the examination content outline and the examination specifications, approving the individual examination for administration, setting the passing score for successful achievement, and determining individual eligibility for taking the examination based on eligibility and admission criteria set by NLN. PSI/AMP is responsible for the computerized testing sites, examination security, examination administration, the scoring and statistical analysis of the examination, and maintaining an item bank of approved examination questions.

The Test Development Committee and members of PSI/AMP review the items and assemble various forms of the test from approved questions. The examination consists of four-option, multiple-choice questions that reflect three cognitive levels:

1. Recall: The ability to recall or recognize specific information.
2. Application: The ability to comprehend, relate or apply knowledge to new or changing situations.

3. Analysis: The ability to analyze and synthesize information, determine solutions and/or to evaluate the usefulness of a solution.

The exam emphasis is on application and analysis level questions.

Test Format

Computer-based testing (CBT) –


The CNE®cl examination is available in a computer-based testing format, Monday through Saturday at PSI/AMP Assessment Centers throughout the world. Specific information about PSI/AMP assessment centers can be found at <http://www.goamp.com>.

Examination Test Blueprint

The content of the Certified Academic Clinical Nurse Educator (CNE®cl) examination is based on the CNE®cl Test Blueprint. The blueprint was developed from an *Academic Clinical Nurse Educator Practice Analysis* completed in 2017. To ensure the content is current, practice-related and representative of the responsibilities of academic clinical nurse educators in the United States the practice analysis is updated periodically.


The test blueprint is presented here in its entirety. It is composed of six major content areas, each with an assigned percentage. Each major content area is represented in every examination with the appropriate percentage of items. However, not all content sub-areas are included on every form of the test.

Table 1:

 <p>The Mark of Distinction for Nursing Faculty</p> <p align="center">Certified Academic Clinical Nurse Educator (CNE®cl) Examination Test Blueprint</p>		
Category	Major Content Areas	Percent of Examination
1	Function within the Education and Health Care Environments	19%
2	Facilitate Learning in the Health Care Environment	19%
3	Demonstrate Effective Interpersonal Communication and Collaborative Interprofessional Relationships	15%
4	Applies Clinical Expertise in the Health Care Environment	15%
5	Facilitate Learner Development and Socialization	15%
6	Implement Effective Clinical Assessment and Evaluation Strategies	17%

Note: Examination forms will contain 150 items including 20 unscored items being pretested for future use.

Table 2:

	<p>National League for Nursing Certification</p>	<p>The Mark of Distinction for Nursing Faculty</p>
<p>Certified Academic Clinical Nurse Educator® (CNE®cl) Examination Detailed Test Blueprint</p>		
<p>1. Function within the Education and Health Care Environments</p>	<p>19%</p>	
<p>A. Function in the Clinical Educator Role</p> <ol style="list-style-type: none"> 1. Bridge the gap between theory and practice by helping learners to apply classroom learning to the clinical setting 2. Foster professional growth of learners (e.g., coaching, reflection, and debriefing) 3. Use technologies to enhance clinical teaching and learning 4. Value the contributions of others in the achievement of learner outcomes (e.g., health team, families, social networks) 5. Act as a role model of professional nursing within the clinical learning environment 6. Demonstrate inclusive excellence (e.g., student-centered learning, diversity) <p>B. Operationalize the Curriculum</p> <ol style="list-style-type: none"> 1. Assess congruence of the clinical agency to curriculum, course goals, and learner needs when evaluating clinical sites 2. Plan meaningful and relevant clinical learning assignments and activities 3. Identify learners’ goals and outcomes 4. Prepare learners for clinical experiences (e.g., facility, clinical expectations, equipment, and technology-based resources) 5. Structure learner experiences within the learning environment to promote optimal learning 6. Implement clinical learning activities to help learners develop inter-professional collaboration and teamwork skills 7. Provide opportunities for learners to develop problem-solving and clinical reasoning skills related to course objectives (e.g., learning outcomes) 8. Implement assigned models fo clinical teaching (e.g., traditional, preceptor, simulation, dedicated education units) 9. Engage in theory-based instruction (e.g., constructivism, social cognitive theory) 10. Provide input to the nursing program for course development and review 		



The Mark of Distinction for Nursing Faculty

**Certified Academic Clinical Nurse Educator® (CNE®cl) Examination
Detailed Test Blueprint**

- C. Abide by Legal Requirements, Ethical Guidelines, Agency Policies, and Guiding Framework**
1. Apply ethical and legal principles to create a safe clinical learning environment
 2. Assess learner abilities and needs prior to clinical learning experiences
 3. Facilitate learning activities that support the mission, goals, and values of the academic institution and the clinical agency
 4. Inform others of program and clinical agency policies, procedures, and practices
 5. Adhere to program and clinical agency policies, procedures and practices when implementing clinical experiences
 6. Promote learner compliance with regulations and standards of practice
 7. Demonstrate ethical behaviors

<p>2. Facilitate Learning in the Health Care Environment</p> <ul style="list-style-type: none"> A. Implement a variety of clinical teaching strategies appropriate to learner needs, desired learner outcomes, content, and context B. Ground teaching strategies in educational theory and evidence-based teaching practices C. Use technology (e.g., simulation, learning management systems, electronic health records) skillfully to support the teaching-learning process D. Create opportunities for learners to develop critical thinking and clinical reasoning skills E. Promote a culture of safety and quality in the health care environment F. Create a positive and caring learning environment G. Develop collegial working relationships with learners, faculty colleagues, and clinical agency personnel H. Demonstrate enthusiasm for teaching, learning, and nursing to help inspire and motivate learners 	<p>19%</p>
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3. Demonstrate Effective Interpersonal Communication and Collaborative Interprofessional Relationships	15%
<ul style="list-style-type: none"> A. Value collaboration and coordination of care B. Foster a shared learning community and cooperate with other members of the healthcare team C. Create multiple opportunities to collaborate and cooperate with other members of the healthcare team D. Support an environment of frequent, respectful, civil, and open communication with all members of the healthcare team E. Act as a role model showing respect for all members of the healthcare team, professional colleagues, clients, family members, as well as learners F. Use clear and effective communication in all interactions (e.g., written, electronic, verbal, non-verbal) G. Listen to learner concerns, needs, or questions in a non-threatening way H. Display a calm, empathetic, and supportive demeanor in all communications I. Manage emotions effectively when communicating in challenging situations J. Effectively manage conflict K. Maintain an approachable, non-judgmental, and readily accessible demeanor L. Recognize limitations (self and learners) and provide opportunities for development M. Demonstrate effective communication in clinical learning environments with diverse colleagues, clients, cultures, healthcare professionals, and learners N. Communicate performance expectations to learners and agency staff 	

<p>4. Applies Clinical Expertise in the Health Care Environment</p> <ul style="list-style-type: none"> A. Maintain current professional competence relevant to the specialty area, practice setting, and clinical learning environment B. Translate theory into clinical practice by applying experiential knowledge, clinical reasoning, and using a patient-centered approach to clinical instruction C. Use best evidence to address client-related problems D. Demonstrate effective leadership within the clinical learning environment E. Demonstrate sound clinical reasoning F. Expand knowledge and skills by integrating best practices G. Balance client care needs and student learning needs within a culture of safety H. Demonstrate competence with a range of technologies available in the clinical learning environment 	<p>15%</p>
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5. Facilitate Learner Development and Socialization	15%
<ul style="list-style-type: none"> A. Mentor learners in the development of professional nursing behaviors, standards, and codes of ethics B. Promote a learning climate of respect for all C. Promote professional integrity and accountability D. Maintain professional boundaries E. Encourage ongoing learner professional development via formal and informal venues F. Assist learners in effective use of self-assessment and professional goal setting for ongoing self-improvement G. Create learning environments that are focused on socialization to the role of the nurse H. Assist learners to develop the ability to engage in constructive peer feedback I. Inspire creativity and confidence J. Encourage various techniques for learners to manage stress (e.g., relaxation, meditation, mindfulness) K. Act as a role model for self-reflection, self-care, and coping skills L. Empower learners to be successful in meeting professional and educational goals M. Engage learners in applying best practices and quality improvement processes 	

<p>6. Implement Effective Clinical and Assessment Evaluation Strategies</p>	<p>17%</p>
<ul style="list-style-type: none"> A. Use a variety of strategies to determine achievement of learning outcomes B. Implement both formative and summative evaluation that is appropriate to the learner and learning outcomes C. Engage in timely communication with course faculty regarding learner clinical performance D. Maintain integrity in the assessment and evaluation of learners E. Provide timely, objective, constructive, and fair feedback to learners F. Use learner data to enhance the teaching-learning process in the clinical learning environment G. Demonstrate skill in the use of best practices in the assessment and evaluation of clinical performance H. Assess and evaluate learner achievement of clinical performance expectations I. Use performance standards to determine learner strengths and weaknesses in the clinical learning environment J. Document learner clinical performance, feedback, and progression K. Evaluate the quality of the clinical learning experiences and environment 	

Preparing for the Examination

Before preparing for the Certified Academic Clinical Nurse Educator examination, it is important to confirm that all eligibility requirements are met. The Certified Academic Clinical Nurse Educator examination is designed to assess the knowledge one has acquired as a result of one's academic preparation, continued learning, and engagement in the clinical nurse educator role. To that end, it is recommended that in preparing for this examination, you begin by reviewing the detailed test blueprint is reviewed carefully to identify the content areas included in the exam and to determine which areas call for focused study. Take note of how each content area is weighted to determine the percentage of questions that pertain to each area and make full use of the reference list provided specific to each of the content areas. The list is provided to serve as a guide and is *not* intended to be all-inclusive. It is also recommended to review the sample questions included on pages 13-14 of this Handbook. These sample questions are similar to those found on the examination; however, they do not represent the full range of content or levels of difficulty.

In addition, a Self-Assessment Examination (SAE) is available to help prepare candidates for success in obtaining the Certified Academic Clinical Nurse Educator (CNE®cl) credential. The NLN offers this internet-based, 65-item, multiple-choice practice exam with the assistance of our testing partner, PSI/AMP. The SAE can be considered a learning tool and assessment instrument that is parallel in form to the actual CNE®cl examination. The CNE®cl SAE is a half-length examination that will meet the examination specifications including content outline coverage, percentage of items in each of the content categories and the cognitive complexity item distribution. By taking the SAE, candidates are able to practice taking CNE®cl-type questions, experience computer-based testing, review rationales for correct and incorrect answers and receive score reports to identify strengths and areas for additional study. Please be aware that the CNE®cl SAE is not intended to replace studying for the CNE®cl examination and it should not be inferred that performance on this practice examination will exactly replicate performance on the credentialing examination. For information about ordering the SAE, please visit <http://www.nln.org/professional-development-programs/Certification-for-Nurse-Educators/exam-prep>.

Helpful Resources

Certified Academic Clinical Nurse Educator (CNE®cl) Examination
Helpful References

- Bastable, S. (2019). *Nurse as educator: Principles of teaching and learning for nursing practice (5th ed.)*. Burlington, MA: Jones and Bartlett Learning.
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- Oermann, M.H., Shellenbarger, T. & Gaberson, K.B. (2018). *Clinical teaching strategies in nursing*. New York: Springer Publishing Company.
- Smith, M.H. (2012). *The legal, professional, and ethical dimensions of higher education (2nd ed.)*. Philadelphia, PA: Lippincott, Williams & White.

Helpful Journals

Assessment and Evaluation in Higher Education

EduCause Review

Higher Education Research and Development

International Journal of Nursing Education Scholarship

Journal of Continuing Education in Nursing

Journal of Nursing Education

Journal of Professional Nursing

Nursing Education in Practice

Nursing Education Today

Nursing Education Perspectives

Nursing Educator

Quality in Higher Education

Teachers and Teaching: Theory and Practice

Teaching in Higher Education

Sample Questions

The following sample items are representative of the item format used in the CNE®cl examination.
These items do not represent all content areas or difficulty levels.

An answer key is located at the end of this section.

1. Which learning activity would provide the learner with the highest level of cognitive learning in the clinical setting?
 - a. Attending a lecture by a guest speaker
 - b. Writing a summary of the clinical experience
 - c. Participating in a case study with other clinical learners
 - d. Reviewing content using presentation software

Test Blueprint: 2 A
Cognitive Code: *Application*

2. A learner approaches a clinical nurse educator to discuss a client assignment. The learner is upset related to the belief that the assignment is “harder” than peer assignments. Which is the best response?
 - a. “After review of your clinical skills checklist, I determined that your client assignment would allow you to demonstrate skills that have not been demonstrated.”
 - b. “I will review your assignment again and compare it to the assignments of your peers for equality.”
 - c. “If you think that this client is more difficult for you to provide care than other learners, you might be able to earn extra points for the day.”
 - d. “Before I can compare your assignment to your peers, I need to speak with the clinical group as a whole.”

Test Blueprint: 6 F
Cognitive Code: *Analysis*

3. A clinical nurse educator is asked by a learner to review a classroom exam and the answers given so that the learner can obtain another opinion. Which is the best action by the clinical nurse educator?

- a. Ask the learner about the content of the exam and types of questions on it
- b. Agree to discuss the issue with the lead faculty
- c. Inform the learner of the inability to get involved
- d. Refer the learner back to lead faculty to discuss this issue

Test Blueprint: 1 C 4
Cognitive Code: *Analysis*

4. A clinical nurse educator is planning to document learner evaluations in the clinical setting. Which information should be included in the documentation?
 - a. A summary of the care errors made by the learner and the corrective action
 - b. Perceived attitude of the learner during the clinical experience
 - c. Learner performance, feedback given, and ability to progress
 - d. Number of times clinical assignments had to be changed at the learner’s request

Test Blueprint: 6 K
Cognitive Code: *Recall*

5. A clinical nurse educator has just completed the first year of teaching and is meeting with a mentor to plan for the next term clinical group. Which statement by the clinical nurse educator indicates consideration of a collaborative learning approach?
- "I am interested in co-teaching a post conference in the clinical setting with a pharmacist from a local hospital."
 - "I want to learn how to incorporate some web-based assignments for learners next semester."
 - "I need to learn more about how to write multiple-choice test questions for a quiz that assesses clinical reasoning."
 - "I would like to run for the college senate in the fall."

Test Blueprint: 3 A
Cognitive Code: *Analysis*

6. A clinical nurse educator would like to make a suggestion for a course revision in a curriculum. Which action should be initiated?
- Make an appointment with the nursing program director to describe the changes needed
 - Contact the lead faculty for the course and discuss the changes
 - Inform the learners of the needed change and ask that they speak with the faculty
 - Discuss in the site evaluation that the current course objectives do not apply

Test Blueprint: 1 B 1
Cognitive Code: *Application*

7. Which action by a clinical nurse educator is best when a learner arrives late for the clinical experience with an apparent odor of alcohol on the breath?

- Ask the charge nurse on the unit what the institution policy says in this type of case
- Remove the learner from the setting and consult the program policies
- Inquire of the learner about the amount of alcohol that had been consumed prior to arrival
- Place the learner in a conference room and reassign care of assigned client

Test Blueprint: 6 B 1
Cognitive Code: *Application*

8. A clinical nurse educator has just been informed that a learner performed a procedure which had not yet been taught in the course. Which is the best action?

- Discuss with the learner privately about potential harm that may be caused by such actions
- Discuss the report with the staff nurse working with the student to verify
- Immediately remove the learner from the clinical setting
- Inform the learner group about the action and potential consequences of such action

Test Blueprint: 2 E
Cognitive Code: *Analysis*

Answer Key:

1.) C 2.) A 3.) D 4.) C 5.) A 6.) B 7.) B 8.) A

Visit www.nln.org/professional-development-programs/Certification-for-Nurse-Educators/exam-prep for information about the

APPLYING FOR THE EXAMINATION

It is the applicant’s responsibility to ensure that the online application and any requested supporting documents are accurately submitted, that the information provided is accurate, and that all deadlines are met. Careful attention to these elements will enable prompt and efficient processing. NLN reserves the right to verify information supplied by each candidate. An application is considered complete only if all requested information is accurate; if the candidate is eligible for the examination; and if correct fees are submitted. Please note that the name and address provided by the applicant during registration must exactly match both valid forms of identification. See p. 19 of this Handbook for information about proper identification. Any misrepresentation of information shall be considered grounds for prohibition from testing or revocation of certification. Candidates must apply and register for the CNE® examination online at: <http://www.nln.org/professional-development-programs/Certification-for-Nurse-Educators>. The registration tab can be found on the left side bar of the CNE® home page. Applications will *not* be accepted via mail or fax.

Do NOT send examination application or fees if the eligibility requirements have not been met at the time of application.

Fees

The appropriate fee must be submitted as part of the complete examination application. Payment may be made by valid credit card only (Visa, MasterCard, American Express or Discover). Company checks, personal checks, money orders and cash are not acceptable forms of payment and will be returned without processing of the application.

Table 3:

Certification Exam	NLN member Fee*	Non-member Fee*
Initial testing	\$400	\$500
Retest	\$350	\$450

*The above fees apply to testing within the continental U.S. and Hawaii. If you require testing at a testing center located within one of the U.S. Territories, please contact the NLN’s Academic Nurse Educator Certification Program at 618-453-5896 or via email at certification@nln.org to discuss testing arrangements and the applicable fees.

Verification

All information on applications will be verified by authorized NLN staff who check applications for accuracy of information. Information may be verified by telephone, letter or other means. All information gained through verification procedures will be kept confidential except in instances where the law or professional obligations require disclosure of facts. Should any information on the application be found false or materially misleading, the applicant will be notified and declared ineligible to continue in this application for certification process.

Agreement of Authorization & Confidentiality

The Academic Nurse Educator Certification Program (ANECP) is committed to protecting confidential and/or proprietary information related to candidates, certificants and the examination development and maintenance process.

Information about individuals who register to take the examination, as well as examination results, are considered confidential. Exam scores are released only to the individual candidate unless a signed request to release information to other parties is provided. Individual information submitted by candidates or certificants in connection with an application or renewal is considered confidential.

When applying online, candidates will be required to read and acknowledge understanding of the following *Agreement of Authorization and Confidentiality*:

“I have read and understand the information provided in the candidate handbook. In making this application, I fully understand that it is an application only and does not guarantee certification. I attest by answering “yes” to the statement “I have read and understand the preceding information” that I currently meet the eligibility requirements and I authorize the NLN to make whatever inquiries and investigations that it deems reasonable to verify my credentials and professional standing. I understand that false information may be cause for revocation of this application without a refund of any fees paid, loss of the credential (if currently held), or denial as a candidate to take the examination. I understand that I can be disqualified from taking or completing the examination, or from receiving examination scores if the ANECP Board of Commissioners of the NLN determines in its sole discretion that I was engaged in collaborative, disruptive or other prohibited behavior during the administration of the examination. I understand and agree that if I am certified following acceptance of this application and successful completion of the examination, such certification does not constitute NLN’s warranty or guarantee of my competency to practice as an academic clinical nurse educator. I understand that the initial certification period is five years beginning on the date of notification of passing the exam and ending on December 31st of the fifth year following the exam. I agree to meet the then-current requirements if I

wish to maintain active certification status thereafter. I further understand that the ANECP Board of Commissioners has the authority to change requirements to attain and maintain certification from time to time. If I am certified, I authorize NLN to include my name in a list of certified individuals and agree to use the CNE®cl designation and related NLN trade names, trademarks,

and logos only as permitted by NLN policies. I understand and agree that the NLN may also use anonymous and aggregate application and examination data for statistical analysis. I further agree to abide by the policies and procedures as set forth in the candidate Handbook.”

Examination Application

Visit www.nln.org/professional-development-programs/Certification-for-Nurse-Educators for the current test application.

Confirmation of Eligibility Computer-Based Testing

Applicants receive acknowledgement of receipt of application via email immediately after the complete application has been received by NLN's Academic Nurse Educator Certification Program. Once the application is processed, a confirmation notice of eligibility is sent to the applicant by PSI/AMP via regular mail or email (if a usable email address has been provided). This confirmation notice will be sent within three weeks of finalizing registration. If a confirmation notice is not received within three weeks of completing registration, please contact the NLN's Academic Nurse Educator Certification Program at (618) 534-0294 or certification@nln.org. Failure to notify the NLN about a missing confirmation notice of eligibility will result in the inability to schedule and sit for the CNE®cl examination.

Examination Reapplication

Candidates who were unsuccessful in an examination attempt, may reapply. An individual may take the CNE®cl examination a maximum of four times per year or once every 90 days and not more than once per quarter. An examination application and examination fee (as per the fee schedule on page 15 of this Handbook) are required for each retest.

Special Arrangements for Candidates with Disabilities

PSI/AMP and the NLN comply with the Americans with Disabilities Act (ADA) and strive to ensure that no individual with a disability is deprived of the opportunity to take the examination solely by reason of that disability. PSI/AMP will provide reasonable accommodations for candidates with disabilities. Wheelchair access is available at all established Assessment Centers. Candidates with visual, sensory or physical disabilities that would prevent them from taking the examination under standard conditions may request special accommodations and arrangements. To request special accommodations, the applicant must complete the *Request for Special Examination Accommodations* and the *Documentation of Disability-Related Needs* forms located at the end of this handbook and submit to the certification program by calling (618) 534-0294 or by email at certification@nln.org to notify that an online registration form has been completed and a written, signed request for special examination accommodations will be sent. The applicant must also inform PSI/AMP of the need for special accommodations when scheduling an examination appointment. The certification program will notify PSI/AMP of acceptance of the accommodation request.

EXAMINATION ADMINISTRATION

Scheduling a Computer-Based Examination with PSI/AMP

The confirmation notice of eligibility contains a web address and toll-free telephone number for the candidate to contact PSI/AMP. The candidate must be prepared to confirm a date and location for testing and to provide the unique Candidate ID number shown in the confirmation notice. Examinations are administered by appointment only Monday through Saturday. Individuals are scheduled on a first-come, first-served basis. There are two ways to schedule an appointment for the computer-based Certified Academic Clinical Nurse Educator Examination:

- ◆ Schedule Online: The candidate may schedule a testing appointment online at any time by using the Online Application/Scheduling service at www.goamp.com. To use this service, follow these easy steps:
 - Go to www.goamp.com and select “Candidates.”
 - Follow the simple, step-by-step instructions to complete the scheduling process.
 - If special accommodations are being requested, please submit the Request for Special Examination Accommodations form included in this handbook. To schedule your examination, contact PSI/AMP at 1-888-519-9901 and notify candidate services representative that you have requested the accommodation.

OR

- ◆ Telephone Scheduling: Call PSI/AMP at 1-888-519-9901 to schedule a testing appointment. This toll-free number is answered from 7:00 a.m. to 9:00 p.m. (Central Time) Monday through Thursday, 7:00 a.m. to 7:00 p.m. on Friday and 8:30 a.m. to 5:00 p.m. on Saturday.

Candidate	PSI/AMP
Contact PSI/AMP to schedule an exam appointment at selected Assessment Center	Provides confirmed date and time
Receives letter or email of confirmation	Generated by PSI/AMP
Arrive 15-30 minutes before exam time	Verifies identification of candidate
Will surrender mobile phones and other communication devices	Will provide a secure locked area for valuables
Will participate in a highly secure testing environment	Proctors will be in constant observation
<p>Candidates who arrive at an Assessment Center later than 15 minutes from the scheduled appointment time will not be admitted. Unscheduled candidates (walk-ins) will not be admitted to an Assessment Center.</p>	

Examination Times and Days

The Certified Nurse Educator examination is delivered by computer at PSI/AMP Assessment Centers throughout the United States and the world. The examination is administered by appointment only. The examination is not offered on the following holidays in the United States:

- New Year's Day
- Martin Luther King, Jr Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
(and the following Friday)
- Christmas Eve Holiday
- Christmas Day

Assessment Center Locations

PSI/AMP Assessment Centers have been selected to provide accessibility to candidates in the global arena. A current listing of PSI/AMP Assessment Centers, including addresses and driving directions, is available at PSI/AMP's website located at www.goamp.com.

Examination Appointment Changes

A candidate may reschedule an examination appointment once, at no charge, within a testing period by calling PSI/AMP at 1-888-519-9901 at least two business days prior to the scheduled testing session. (See Table 5 below.) Page 24 of this Handbook provides information about extending the eligibility period if the examination cannot be scheduled within the same testing period.

Table 5:

If the Examination is scheduled on...	PSI/AMP must be contacted by 3:00 p.m. U.S, Central Time to reschedule the Examination by the previous...
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday/Saturday	Tuesday

Missed Appointments and Forfeitures

A candidate will forfeit the application and all fees paid to take the examination under the following circumstances:

- ◆ The candidate wishes to withdraw the application after the refund application deadline (see page 24 of this Handbook).
- ◆ The candidate wishes to reschedule an examination but fails to contact PSI/AMP at least two business days prior to the scheduled testing session or fails to reschedule it within the same testing period.
- ◆ The candidate wishes to reschedule a second time.
- ◆ The candidate appears more than 15 minutes late for an examination.
- ◆ The candidate fails to report for an examination appointment.

Candidates who forfeit the application and fees for any of these reasons will be required to submit a new application and examination fees in order to be eligible to sit for the examination.

Inclement Weather, Power Failure or Emergencies

In the event of inclement weather or unforeseen emergencies on the day of an examination, PSI/AMP will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. The examination usually will not be rescheduled if the Assessment Center personnel are able to open the Assessment Center. If power to a testing center is temporarily interrupted during an administration, the examination will restart where the candidate stopped to allow the candidate to continue the examination.

Candidates may visit PSI/AMP's website (24 hours/day) prior to the examination to determine if PSI/AMP has been advised that any Assessment Centers are closed. Every attempt is made to administer the examination as scheduled; however, should an examination be canceled at an Assessment Center, scheduled candidates will receive notification regarding rescheduling or reapplication procedures

TAKING A COMPUTER-BASED EXAMINATION AT A PSI/ AMP ASSESSMENT CENTER

Identification

To gain admission to the Assessment Center or the testing room for an examination, a candidate must present two forms of identification, one with a current photograph. Both forms of identification must be current and include the candidate's current name and signature and must match the candidate's registration information. The candidate will be required to sign a roster for verification of identity.

Acceptable forms of photo identification include a current driver's license with photograph, a current state identification card with photograph, a current passport, or a current military identification card with photograph. Employment ID cards, student ID cards and any type of temporary identification are NOT acceptable as the primary form of identification.

CANDIDATES MUST HAVE PROPER IDENTIFICATION IN ORDER TO GAIN ADMISSION TO AN ASSESSMENT CENTER FOR COMPUTER-BASED TESTING.

Failure to provide appropriate identification at the time of the examination is considered a missed appointment and there will be no refund of the examination fee.

Security

PSI/AMP maintains examination administration and security standards that are designed to ensure that all candidates are provided the same opportunity to demonstrate their abilities. The Assessment Center is continuously monitored by audio and video surveillance equipment for security purposes.

Candidates who voluntarily exit the examination at any point during the test will be considered finished and their test will be scored. Candidates who voluntarily exit the examination before finishing will not have the opportunity to restart the examination, or to answer incomplete items.

The following security procedures apply during the examination:

- ◆ Examinations are proprietary. No cameras, notes, tape recorders, pagers, cellular phones or any other device that could be used to record all or part of the examinations, are allowed in the examination room.
- ◆ No calculators are permitted.
- ◆ No guests, visitors or family members are allowed in the examination room or reception areas.
- ◆ Candidates may be subjected to a metal detector scan upon entering the examination room.
- ◆ No personal items, valuables, or weapons are to be brought to the Assessment Center. Personal belongings (keys and wallets) are locked in a lock up provided at the Assessment Center. Coats must be left outside the testing room. PSI/AMP is not responsible for items left in the reception area.

Practice Examination

At the testing carrel, the candidate will be instructed on-screen to enter the Candidate ID number provided previously. The candidate's photograph, taken before beginning the examination, will remain on-screen throughout the examination session and will also be printed on the score report. Prior to attempting the examination, the candidate will be given the opportunity to practice taking an examination on the computer. The time used for this practice examination is NOT counted as part of the examination time or score. When the candidate is comfortable with the computer testing process, the candidate may initiate the practice session and begin the timed examination.

Candidate Comments

During the examination, comments may be provided for any question by clicking on the button displaying an exclamation point (!) to the left of the Time button. This opens a dialogue box where comments may be entered. Candidates will not be provided additional time to submit comments nor will comments be considered in the course of scoring the completed examination. Comments will be reviewed, but individual responses will not be provided.

Examination Restrictions

- ◆ No personal belongings are allowed in the Assessment Center.
- ◆ Pencils are provided during check-in.
- ◆ During check-in, candidates are provided with blank paper to use during the examination, which must be returned to designated Assessment Center personnel at the completion of testing. If the paper is not returned, the candidate will not receive a score report. No documents or notes of any kind may be removed from the examination room.
- ◆ No questions concerning the content of the examination may be asked during the examination.
- ◆ Eating, drinking or smoking are not permitted in the Assessment Center.
- ◆ The candidate may take a break to visit the restroom or reception area during the examination, but will not be allowed additional time to make up for time lost during breaks.
- ◆ The computer will keep official time.

Copyrighted Examination Questions

All examination questions are the copyrighted property of the National League for Nursing. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these examination questions by any means, in whole or in part, or to prepare any derivative work based on them. Doing so may subject the candidate to severe civil and criminal penalties.

Misconduct

Individuals who engage in any of the behaviors listed below may be dismissed from the examination. In such instances, the candidate's score will not be reported and examination fees will not be refunded.

Examples of candidate misconduct include:

- ◆ Failing to follow the test administrator's directions
- ◆ Creating a disturbance, being abusive, or being otherwise uncooperative
- ◆ Using electronic communications equipment such as pagers or cellular phones during the examination
- ◆ Giving or receiving help during the examination or being suspected of doing so
- ◆ Attempting to record examination questions or make notes
- ◆ Attempting to take the examination for someone else
- ◆ Removing or attempting to remove scratch paper from the test center
- ◆ Using prohibited aids, such as reference materials, mechanical listening devices, and recording or photographic devices
- ◆ Attempting to tamper with the operation of the computer
- ◆ Leaving the testing room without permission
- ◆ Sharing information about the test and test questions with any unauthorized persons

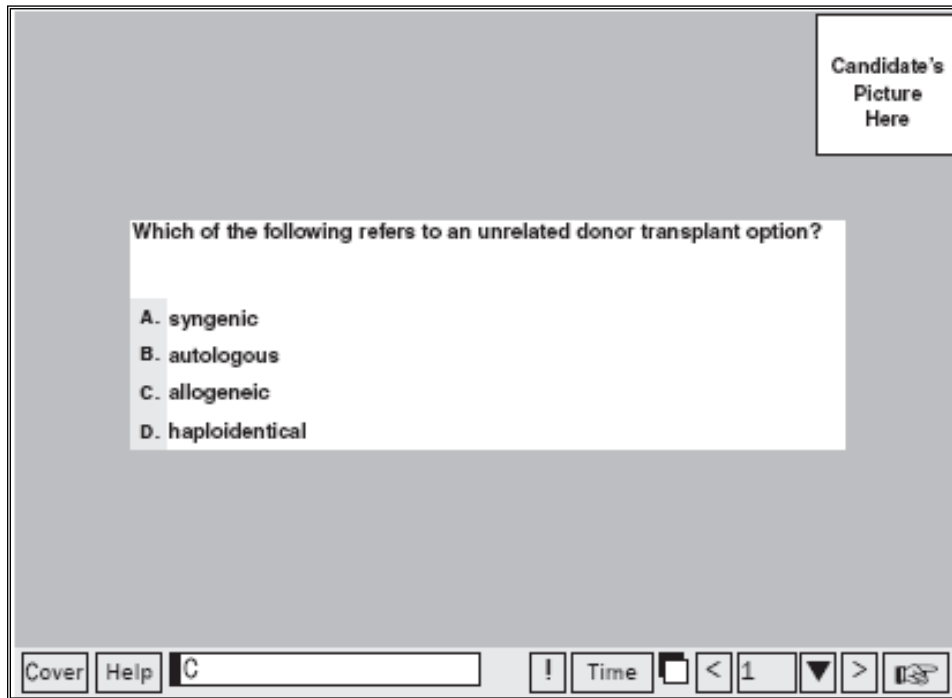
Timed Examination

Following the practice examination, the actual timed examination will begin, with instructions for taking the examination provided on-screen. Time spent on the examination will be monitored on the computer screen. The candidate will have 3 hours to complete the examination. The examination will terminate if testing exceeds the time allowed. Click on the “Time” box in the lower right portion of the screen to monitor testing time. A digital clock indicates the time remaining to complete the examination. The Time feature may be turned off during the examination. Only one examination question is presented at a time. The question number appears in the lower right portion of the screen. Choices of answers to the examination questions are identified as A, B, C, or D. The candidate must indicate her/his choice by either typing in the letter in the response box in the lower left portion of the computer screen or clicking on the option using the mouse. To change an answer, enter a different option by pressing the A, B, C, or D key or by clicking on the option using the mouse.

The candidate may change her/his answer as many times as desired during the examination time limit. To move to the next question, click on the forward arrow (>) in the lower right portion of the screen. This action will move the candidate forward through the examination question by question. To review any question, click the backward arrow (<) or use the left arrow key to move backward through the examination. An examination question may be left unanswered for return later in the examination session. Questions may also be bookmarked for later review by using the mouse and clicking in the blank square to the right of the Time button. Click on the hand icon to advance to the next unanswered or bookmarked question on the examination. To identify all unanswered and bookmarked questions, repeatedly click on the hand icon.

When the examination is completed, the number of examination questions answered is reported. If not all questions have been answered and there is time remaining, the candidate may return to the examination to answer those questions. Be sure to provide an answer for each examination question before ending the examination, as there is no penalty for guessing.

Image 1:



FOLLOWING THE EXAMINATION

Scoring

The passing score for the CNE®cl examination was established via a systematic procedure (a standard setting study) that employed the judgment of academic nurse educators representing various geographical areas and program types. The methodology for the passing point study is known as a modified Angoff technique, in which content experts evaluated each item on the examination to determine the score that would best differentiate minimally-competent academic clinical nurse educators deserving to be awarded certification from those who have not demonstrated sufficient knowledge. Passing the examination is determined by the amount of knowledge a candidate displays in comparison to this standard, and not in comparison with other candidates taking the examination. Consistency of the passing point for future examination forms is assured through statistical equating procedures. Although the number of correct responses required to pass (the passing point) may vary depending on the difficulty of the examination form, careful test construction ensures that the same amount of knowledge has been demonstrated for scores at the passing level.

Score Report

After completing the examination, candidates are asked to answer a short evaluation of their testing experience. Then, are instructed to report to the examination proctor to receive the score report. Candidates will receive score reports prior to leaving the Assessment Center, after turning in the scratch paper and pencil that was provided. For security and identification purposes, the score report will include the candidate's digitized color photograph. The

score report will indicate "pass" or "fail." Additional detail is provided in the form of raw scores by major content category. A raw score is the number of questions answered correctly. Pass/fail status is determined by the raw score. Even though the examination consists of 150 questions, the candidate's score is based on only 130 questions; the remaining 20 questions are being pretested for use as a score item on future examination forms.

Duplicate Score Report

Candidates may purchase additional copies of their score reports at a cost of \$25 per copy. Requests must be submitted to PSI/AMP, in writing, within 12 months after the examination.

The request for duplicate score reports must include the candidate's name, Candidate ID number, mailing address, telephone number, date of examination and the name of the examination taken. Submit the completed form located at the end of this handbook with the required fee payable to "PSI/AMP." Duplicate score reports will be mailed within approximately two weeks after receipt of the request.

Requests for Hand Scoring

Because the computer instantly records the response provided by the candidate, hand scoring is not relevant for those who take the examination via computer-based testing (CBT). No hand scoring is provided for computerized examinations.

Scores Cancelled by NLN or PSI/AMP

NLN and PSI/AMP are responsible for the integrity of the scores they report. On occasion, occurrences, such as computer malfunction or misconduct by a candidate, may cause a score to be suspect. NLN and PSI/AMP are committed to rectifying such discrepancies as expeditiously as possible. NLN may void examination results if, upon investigation, violation of its regulations is discovered.

Candidates Who Pass the Examination

Candidates who pass the Certified Academic Clinical Nurse Educator examination are allowed to use the designation “CNE®cl” after their name upon receiving an official passing test score. This includes receiving an onsite score report at the testing center. Proper use of the credential is typically conveyed as highest degree earned, license, certification, and fellowships. Candidates will receive a certificate and CNE®cl pin from the NLN’s Academic Nurse Educator Certification Program via U.S. postal mail approximately 4 to 6 weeks after the passing score is achieved. NLN reserves the right to recognize publicly any candidate who has successfully completed the CNE®cl certification examination and earned the certified academic clinical nurse educator credential.

Candidates Who Do Not Pass the Examination

Candidates who do not pass the examination will need to submit a new application and the retest examination fee (see page 16 of this Handbook) if wishing to pursue certification. Please review rules of eligibility before submitting a new application and fee.

An individual may take the CNE®cl examination a maximum of four times per year or once every 90 days and not more than once per quarter.

POLICIES

Request for Appeal

Adverse decisions made by the Certification Commission may be appealed. Appeal requests must be received in writing within 30 days of notification of the action being appealed. Supporting documentation must accompany the written request before it will be considered. Requests for an appeal must be mailed to: National League for Nursing, Academic Nurse Educator Certification Program, 1840 Innovation Drive, Suite 106, Carbondale, IL 62903.

Determining Pass-Fail

Content area (e.g. Facilitate Learning in the Health Care Environment) scores on the score report are not used to determine pass-fail outcomes. They are only provided to offer a general indication regarding the performance in each content area. The examination is designed to provide a consistent and precise determination of the overall performance and is not designed to provide complete information regarding performance in each content area. Candidates should remember that areas with a larger number of items (questions) will affect the overall score more than the areas with fewer items. The precision and consistency of scores diminish with fewer items, and sub-scores should be interpreted with caution, especially those that correspond to areas with very few items.



Refund Policy

Refunds are made at the discretion of the NLN Academic Nurse Educator Certification Program. A non-refundable processing charge of \$100 of the registration fee will be incurred by the candidate. This processing charge may not be applied to future CNE®cl examination application requests. Candidates who withdraw their application must repeat the certification registration process in its entirety, including the full payment, if planning to sit for the examination in the future. In order to receive a partial refund, NLN must receive the *Withdrawal of Examination Request* (located at the end of this Handbook) postmarked by the refund application deadline. The request may also be returned by email or fax as indicated on the form. The refund application request form must be received seven days prior to the end of the examination eligibility period. No refunds will be issued to any candidate requesting to withdraw their examination application after the refund application deadline.

Candidates will forfeit the examination fee if they fail to report for an examination appointment, arrive more than 15 minutes late for an appointment, or fail to present appropriate identification on the day of the examination. Such candidates may reapply by submitting a new application and full examination fee. Candidates who wish to take the examination must reapply for the examination by submitting a new application and full examination fee. *The refund policy is subject to change without prior notice.*

Extending Testing Eligibility

A candidate may postpone an examination test date by extending the eligibility period for an additional ninety days. The testing period can be extended only one time. A non-refundable processing charge of \$100 will be incurred. Please be aware that the NLN must receive your request to transfer your exam session and re-schedule at least four business days prior to your original exam date or you will be marked absent and forfeit all registration fees paid.

1. If a candidate would like to extend the eligibility period and has NOT scheduled an appointment with PSI/AMP, please complete and submit the *Testing Period Eligibility Extension Request form* located at the end of this handbook. All requests must be received by the ANECP office four business days prior to the end of the eligibility period.
2. If a candidate would like to extend the eligibility period and HAS scheduled an appointment with PSI/AMP, please complete the *Testing Period Eligibility Extension Request form* located at the end of this handbook at least four business days prior to the scheduled examination appointment. Either email or fax the form with payment information to the Academic Nurse Educator Certification Program for processing. The ANECP office must receive your request at least four business days prior to your scheduled examination appointment.

A candidate may only schedule one appointment at a time per examination. All fees are non-refundable and non-transferable. If a reschedule of the appointment is needed, a candidate may do so ONE time at no charge by contacting PSI/AMP Candidate Services at (888) 519-9901 at least two business days prior to the scheduled examination. A request to extend the testing eligibility period will result in a \$100 fee.

Ethics Case Procedure

The ANECP recognizes and implements as a framework the American Nurses Association (ANA) Code of Ethics (found at this link: <http://ethics5.com/a/ana-code-of-ethics-book-w735/>) and the NLN Ethical Principles for Nursing Education document (found at this link: http://nursingworld.org/DocumentVault/Ethics_1/Code-of-Ethics-for-Nurses.html). A procedure is available to CNE®cl certificants and applicants for CNE®cl certification to resolve any ethics charges and complaints. Any person, group, or, in appropriate cases, the NLN ANECP, may initiate an ethics case and act as a complainant. A complainant other than the ANECP must: contact the Director and request an Ethics Charge Statement form; complete the information requested on the Charge Statement; and, submit the completed Charge Statement to the Director. Each Ethics Charge Statement must include a detailed written description of the factual allegations supporting the ethics charge(s).

Individuals who are found to have violated ANECP policies may be subject to one or more of the following disciplinary and remedial actions:

- Denial of application/reapplication
- Requirement to take corrective action(s)
- Private reprimand and censure
- Public reprimand and censure
- A term of certification probation
- Suspension of any NLN certification for six (6) months to two (2) years
- Revocation of any NLN certification

Authorized Use of CNE®cl

Use of the CNE®cl credential is limited strictly to those individuals who are CNE®cl certificants in good standing.

Each CNE®cl certificant accepts and assumes sole responsibility for understanding and satisfying all applicable organizational and legal requirements related to the use and/or display of the registered mark. Among other requirements, each certificant is responsible for ensuring that the use of any registered mark in professional and business-related materials (e.g., stationery, signs, business cards, advertisements) is consistent with the policy of the ANECP and is not in conflict with applicable laws. NLN assumes no responsibility concerning the interpretation or application of such legal requirements.

NLN shall not be liable or otherwise responsible for any claims, complaints, suits or damages whatsoever, relating to the use of the registration marks, or in connection with the use of such marks.

REQUEST FOR SPECIAL EXAMINATION ACCOMMODATIONS

Please complete this form and the “Documentation of Disability-Related Needs” form that follows so the accommodation for testing can be processed efficiently. The information provided and any documentation regarding the candidate’s disability and need for accommodation in testing will be considered strictly confidential and will not be shared with any outside source without the candidate’s express written consent. Candidates who have existing documentation of the same or similar accommodation(s) provided for them in another examination situation may submit such documentation instead of completing the “Professional Documentation” portion of this form.

Applicant Information

Candidate ID number: _____
Last Name: _____
First Name: _____ Middle Name: _____
Address: _____
City: _____ State: ____ Zip Code: _____
Daytime Phone Number: _____ Fax: _____
Email: _____

Special Accommodations:

Please provide (check all that apply)

- _____ Special seating or other physical accommodations
- _____ Reader
- _____ Extended testing time (normally 1.5 additional hours)
- _____ Separate testing area
- _____ Other special accommodations (please specify)

Comments:

Signed: _____ Date: _____

Return this form to:
NLN Customer Service
Academic Nurse Educator Certification Program
2408A Lebanon Avenue
Shiloh, IL 62221

Also, please contact the NLN’s Academic Nurse Educator Certification Program at (618) 534-0294 or certification@nl.n.org to inform us that you have submitted an online registration form and are mailing in the Request for Special Accommodations and Documentation of Disability-Related Needs forms.

Rev.8/11/16

DOCUMENTATION OF DISABILITY-RELATED NEEDS

Candidates who have a learning disability, a psychological disability, or other disability that requires an accommodation in testing, please have this section completed by a professional having the appropriate qualifications to assess the individual's needs (e.g. education professional, physician, psychologist, psychiatrist). The professional must certify that the candidate's disabling condition requires the requested test accommodation. Candidates who have existing documentation of the same or similar accommodation provided for them in another examination situation may submit such documentation instead of completing the "Professional Documentation" portion of this form.

Professional Documentation

I have known _____ since ____ / ____ / ____
Candidate's name Date

in my capacity as a(n) _____ .
Professional Title

The applicant discussed with me the nature of the test to be administered. It is my opinion that because of this applicant's disability described below, he/she should be accommodated by providing the special arrangements listed on the reverse side.

Description of Disability:

Signed: _____ Title: _____

Printed Name: _____

Address:

Telephone Number: _____

Date: _____ License # (if applicable) _____

Return this form to:
NLN Customer Service
Academic Nurse Educator Certification Program
2408A Lebanon Avenue
Shiloh, IL 62221

Also, please contact the NLN's Academic Nurse Educator Certification Program at (618) 534-0294 or certification@nlm.org to inform us that you have submitted an online registration form and are mailing in the Request for Special Accommodations and Documentation of Disability-Related Needs forms.

DUPLICATE CNE®/cl EXAM SCORE REPORT REQUEST

Directions:

Candidate may use this form to request a duplicate copy of the score report from PSI/AMP. Please print or type all information below and include correct fees, or the request will be returned.

Fee:

\$25 per copy. Please enclose check or money order made payable in U.S. dollars to PSI/AMP. Do not send cash. Write Candidate ID number on the face of the payment.

Amount enclosed: \$ _____

Print candidate's current name and address.

Name: _____

Candidate ID Number: _____

Address: _____

City: _____ State: _____ Zip/Postal Code: _____

Telephone: (_____) _____ Fax: (_____) _____

Email: _____

Examination Date: _____ Examination Site: _____

I hereby request PSI/AMP send a duplicate of my score report to the address above.

Candidate Signature

Date

Return this form and enclosed payment to:
PSI/AMP
18000 W. 105th St.
Olathe, KS 66061-7543

WITHDRAWAL OF EXAMINATION REQUEST

Directions:

A candidate must use this form to request to withdraw their application to sit for the Certified Nurse Educator examination. All withdrawal of examination requests must be received seven days prior to the end of the eligibility period. A \$100 processing fee will be incurred by the candidate. (Subject to change without prior notification.)

Name: _____

Candidate ID Number: _____

Address: _____

City: _____ State: _____ Zip/Postal Code: _____

Telephone: (_____) _____ Fax: (_____) _____

Email: _____

Please provide information for the credit card used for the original purchase:

Credit Card Number: _____

Type: _____ Exp. Date: _____

I hereby request to withdraw my application for the Certified Nurse Educator examination. I have read and understand the refund policy.

Candidate Signature

Date

Return this form to:
NLN Customer Service
Academic Nurse Educator Certification Program
2408A Lebanon Avenue
Shiloh, IL 62221
Fax: (202) 888-3104

If you have any questions, please contact us at: (618) 534-0294 or certification@nl.org

TESTING PERIOD ELIGIBILITY EXTENSION REQUEST

Directions:

A candidate must use this form to request an extension of eligibility for the registered examination dates. All requests to extend eligibility for 90 days must be received by the deadline as indicated in the table below.

A \$100 processing fee will be incurred by the candidate. (Subject to change without prior notification.)

Eligibility Extension Request Deadlines: No Exam Date Scheduled	Test Format	Eligibility Extension Request Deadlines: If Exam date Scheduled
Four business days prior to the end of the eligibility period	Computer-based	Four business days prior to scheduled exam appointment

Name: _____

Candidate ID Number: _____

Address: _____

City: _____ State: _____ Zip/Postal Code: _____

Telephone: (_____) _____ Fax: (_____)

Email: _____

Have you already scheduled your Exam appointment with PSI/AMP?

If so, please provide the date scheduled: _____

**Please be aware that this form must be received by the ANECP office at
least four business days prior to your scheduled examination
appointment**

Please provide credit card information for \$100 eligibility extension processing fee:

Credit Card Number: _____

Type: _____ Exp. Date: _____

Name on credit card: _____

I hereby request to extend my eligibility date for an additional 90 days.

I understand the eligibility period can be extended only one time.

I have read and understand the refund policy.

Candidate Signature

Date

Return this form to:
NLN Customer Service
Academic Nurse Educator Certification Program
2408A Lebanon Avenue
Shiloh, IL 62221
Fax: (202) 888-3104

If you have any questions, please contact us at: (618) 534-0294 or certification@nl.org

